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Customize Speech Recognition Voice Commands in Office XP

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office XP.

Just by saying the name of a button for a voice command on a custom toolbar, you can quickly perform tasks that would ordinarily require several commands.

Or you may have a macro that automatically performs a multi-step task. Just include the macro on the custom toolbar, and you can perform the task by saying the name of the macro.

Create a custom toolbar for frequently used commands or tasks

In Voice Command mode, you can give voice commands for just about anything you can read in an Office program. For example, if **Bold** is visible on the **Formatting** toolbar, you can bold selected text by saying "bold."

However, if commands are not visible or the task requires that you say more than one command, you can add the command or button to the custom toolbar to act as a shortcut. In Microsoft Word, for example, you might add the Page Break command to a custom toolbar so that you can insert page breaks by saying "page break," instead of saying "insert," "break," and then "ok."

Notes

- The custom toolbar must be visible so that you can use the voice commands you added to it.
- You can add voice commands to custom toolbars only, not to existing built-in toolbars.

▼ Step 1: Creating a custom toolbar

1. On the **Tools** menu, click **Customize**.
2. Click the **Toolbars** tab.
3. Click **New**.
4. In the **Toolbar name** box, type the name you want, and then click **OK**.
5. Click the **Commands** tab.
6. Click a category in the **Categories** box.
7. Drag the command or macro you want from the **Commands** box to the displayed toolbar.
8. To close the **Customize** dialog box when you're through, click **Close**.

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